

Chief, General Services Office

18 December 1953

Report
(1)

Chief, Records Services Division

Activity Report for Week Ending 17 December 1953

In addition to the activities described in the attached reports submitted for each portion of the Records Management Program, the following are significant:

- a. A proposal was submitted to Colonel Baird, Director of Training, outlining a proposed Writers Guide for Agency personnel and a joint undertaking with that office in developing an Agency training program.
- b. A report of microfilming equipment owned and leased by the Agency was submitted to General Services Agency.
- c. A discussion was held with representatives in the DD/P area on the Records Management Survey Report. A separate report will be submitted on this meeting later.
- d. Special arrangements and procedures were made with the Chief, Fiscal Division to expedite the processing of the payroll for the next pay day in order to compensate for the loss of three work days in normal processing time due to holidays.

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